SAFEGUARDING & CHILD PROTECTION POLICY

Creative Makers CIC

Version: 2.0

Policy Owner: Rebecca Knee

Designated Safeguarding Lead (DSL): Rebecca Knee

Deputy Designated Safeguarding Lead (DDSL): Ellen Vellatcott

Approved by: Rebecca Knee, Director

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1. Introduction

Creative Makers CIC is committed to safeguarding and promoting the welfare of every child and young person who accesses our provision. Safeguarding is central to everything we do and underpins every decision made within our organisation.

Creative Makers CIC provides specialist creative education and alternative provision for children and young people, many of whom have experienced barriers to education, trauma, anxiety, neurodivergence, special educational needs or disabilities (SEND), emotionally based school avoidance (EBSA), adverse childhood experiences, or social, emotional and mental health needs.

We recognise that these experiences may increase a child's vulnerability to abuse, neglect or exploitation and may affect the way they communicate their needs or respond to adults.

Safeguarding is everyone's responsibility. Every adult working for or on behalf of Creative Makers CIC has an individual responsibility to protect children from harm, identify concerns at the earliest opportunity and take appropriate action.

The welfare of the child is paramount.

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2. Policy Statement

Creative Makers CIC believes that every child has the right to:

- be safe;
- be protected from abuse, neglect and exploitation;
- be listened to;
- have their wishes and feelings considered;
- receive appropriate support when needed;
- learn in an environment where they feel emotionally and physically safe;
- develop positive relationships with trusted adults;
- achieve their potential regardless of need or background.

Our safeguarding arrangements aim to:

- provide a safe learning environment;
- promote children's wellbeing;
- identify concerns early;
- take prompt action where concerns arise;
- work collaboratively with families, schools, local authorities and partner agencies;
- ensure safeguarding responsibilities are understood by everyone working within the organisation;
- continuously improve safeguarding practice through training, monitoring and reflective practice.

We maintain a culture where children feel safe to talk, know they will be listened to, and understand that adults will take action to protect them.

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3. Our Safeguarding Ethos

Creative Makers CIC adopts a child-centred, trauma-informed and relational approach to safeguarding.

We recognise that behaviour is communication and that children experiencing trauma or adversity may communicate distress through behaviours that challenge, withdrawal, dysregulation, non-attendance, masking or heightened anxiety rather than verbal disclosure.

Many children attending our provision have experienced disrupted education, multiple placement changes, anxiety around school attendance or difficulties trusting adults. Staff therefore prioritise building consistent, respectful and trusting relationships while maintaining appropriate professional boundaries.

Safeguarding is embedded throughout our daily practice and is not viewed as a separate process. It informs planning, curriculum design, behaviour support, risk assessment and communication with families and partner agencies.

Children are encouraged to express their views in ways that are meaningful to them. Staff recognise that communication may occur verbally, through behaviour, through creative activities, or by other means depending on individual needs.

All safeguarding decisions are made with the child's best interests at the centre of decision-making.

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4. Legislative Framework

This policy has been developed with regard to current statutory guidance and legislation including, but not limited to:

- Keeping Children Safe in Education (current statutory guidance)
- Working Together to Safeguard Children
- The Children Act 1989
- The Children Act 2004
- Education Act 2002
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- The Special Educational Needs and Disability Code of Practice
- Prevent Duty Guidance
- The Counter-Terrorism and Security Act 2015
- Sexual Offences Act 2003
- Domestic Abuse Act 2021
- Children Missing Education statutory guidance
- Somerset Safeguarding Children Partnership procedures.

Creative Makers CIC follows the safeguarding procedures published by the Somerset Safeguarding Children Partnership and works cooperatively with Somerset Council Children's Services, commissioned schools, local authorities and partner agencies to safeguard children.

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5. Roles and Responsibilities

Safeguarding is everyone's responsibility.

Every member of staff, volunteer, contractor, sessional worker, trustee and director working on behalf of Creative Makers CIC shares responsibility for safeguarding children and promoting their welfare.

The Board of Directors is responsible for ensuring:

- safeguarding arrangements are effective;
- appropriate policies are implemented and reviewed annually;
- sufficient resources are available to meet safeguarding responsibilities;
- safer recruitment procedures are followed;
- safeguarding is considered in strategic planning and organisational decision-making;
- the Designated Safeguarding Lead receives sufficient time, funding, training and authority to undertake the role effectively.

The Designated Safeguarding Lead has lead responsibility for safeguarding and child protection across the organisation.

The Deputy Designated Safeguarding Lead supports the DSL and assumes responsibility in their absence.

All staff are expected to:

- maintain a child-centred approach;
- remain professionally curious;
- recognise indicators of abuse;
- report concerns immediately;
- challenge unsafe practice;
- maintain confidentiality appropriately;
- complete safeguarding training;
- understand local safeguarding procedures;
- contribute to creating a safe organisational culture.

No member of staff should assume that someone else has taken action. Where a safeguarding concern exists, every adult has a duty to ensure appropriate action has been taken.

6. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) has overall responsibility for safeguarding and child protection within Creative Makers CIC.

Designated Safeguarding Lead (DSL)

Name: Rebecca Knee

Role: Director & Designated Safeguarding Lead

Email: creativemakersfrome@gmail.com

Telephone: 07549 289423

Deputy Designated Safeguarding Lead (DDSL)

Name: Leah Harwood

Deputy DSL responsibilities include supporting the DSL and undertaking all safeguarding duties when the DSL is unavailable.

The DSL will:

- promote a culture where safeguarding is everyone's responsibility;
- receive and manage safeguarding concerns and disclosures;
- make referrals to Children's Social Care where appropriate;
- liaise with Somerset Children's Services, Police, health professionals and partner agencies;
- consult the Local Authority Designated Officer (LADO) where allegations concern an adult working with children;
- maintain accurate safeguarding records;
- ensure information is transferred securely when children move provision;
- oversee safeguarding training;
- ensure safeguarding policies remain compliant with legislation;
- monitor safeguarding practice throughout Creative Makers CIC;
- contribute to Early Help and Child Protection meetings where required;
- support staff in recognising emerging safeguarding concerns;
- ensure safeguarding is considered during risk assessments and educational visits.

The DSL has sufficient authority, time and resources to fulfil these responsibilities.

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7. Responsibilities of All Staff, Volunteers and Contractors

Every adult working for Creative Makers CIC has a legal and moral responsibility to safeguard children.

This responsibility applies regardless of role or seniority.

All adults working within Creative Makers CIC must:

- read and understand this policy;
- complete safeguarding training before working unsupervised with children;
- understand signs and indicators of abuse;
- maintain professional curiosity;
- report concerns immediately;
- record factual information promptly;
- understand local referral procedures;
- maintain appropriate professional boundaries;
- promote children's welfare at all times.

No member of staff should investigate concerns independently.

Safeguarding concerns must always be reported to the DSL as soon as possible.

Where immediate danger exists, staff must contact emergency services without delay before informing the DSL.

Failure to report safeguarding concerns may place children at risk and could constitute misconduct.

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8. Professional Curiosity

Creative Makers CIC expects all staff to exercise professional curiosity.

Professional curiosity means:

- noticing when something does not seem right;
- asking appropriate questions;
- considering the child's lived experience;
- recognising patterns rather than isolated incidents;
- avoiding assumptions;
- remaining open-minded.

Children experiencing abuse rarely disclose immediately.

Instead, concerns may emerge gradually through:

- changes in behaviour;
- increased anxiety;
- withdrawal;
- emotional dysregulation;
- attendance patterns;
- artwork;
- conversations;
- online behaviour;
- friendships.

Staff are expected to remain professionally curious and seek advice whenever they are unsure.

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9. Responding to Concerns and Disclosures

Creative Makers CIC recognises that disclosures may occur at any time.

Children should always be listened to calmly and respectfully.

If a child makes a disclosure, staff must:

DO

✔ Remain calm.

✔ Listen carefully.

✔ Allow the child to speak freely.

✔ Accept what they are saying.

✔ Reassure them they have done the right thing.

✔ Explain that you will need to share the information with people who can help keep them safe.

✔ Record the disclosure as soon as possible using the child's own words.

✔ Report immediately to the DSL.

DO NOT

✗ Promise confidentiality.

✗ Ask leading questions.

✗ Interrupt unnecessarily.

✗ Investigate.

✗ Confront alleged perpetrators.

✗ Delay reporting.

Where a child is at immediate risk of significant harm, emergency services should be contacted immediately.

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10. Safeguarding Referral Process

Every safeguarding concern should be taken seriously.

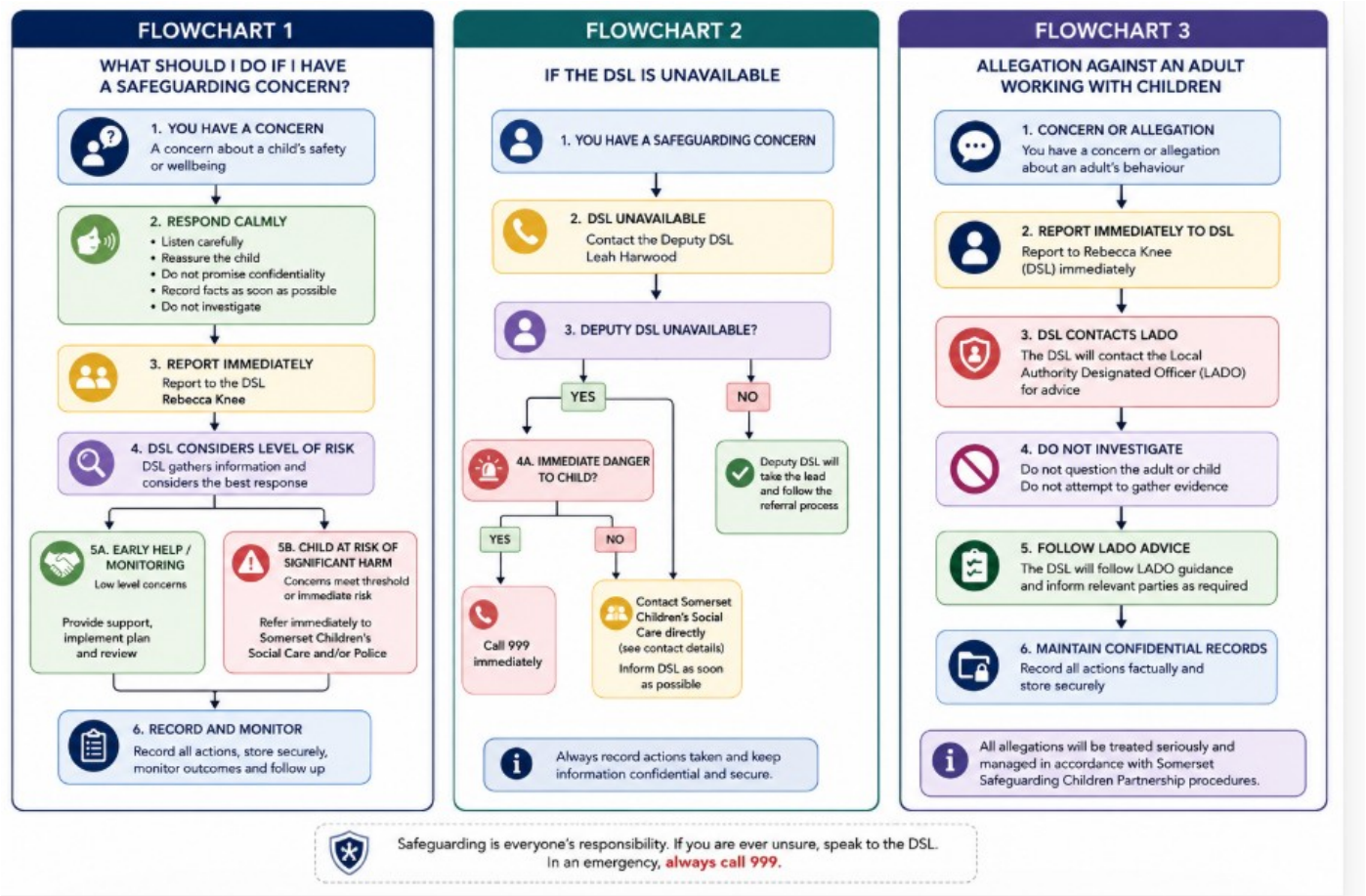
Concerns may arise from:

- observation;
- conversation;
- disclosure;
- information from another agency;
- attendance concerns;
- behaviour;
- online activity;
- injuries;
- changes in presentation.

All concerns must be shared with the DSL immediately.

The DSL will:

- assess the information;
- decide whether Early Help is appropriate;
- seek advice where necessary;
- refer to Somerset Children's Social Care if threshold is met;
- contact Police immediately if a child is at immediate risk.



11. Recognising Abuse and Neglect

All staff, volunteers and contractors working within Creative Makers CIC are expected to remain vigilant to the signs and indicators of abuse, neglect and exploitation.

Abuse can occur within a child's home, school, community or online environment and may be perpetrated by adults or other children.

Staff understand that abuse rarely presents as a single incident. Instead, concerns often develop over time through changes in behaviour, presentation, attendance, relationships or emotional wellbeing.

Creative Makers CIC recognises the four main categories of abuse identified within statutory guidance:

Physical Abuse

Physical abuse involves deliberately causing physical harm to a child.

Indicators may include:

- unexplained injuries
- injuries inconsistent with explanations given
- repeated injuries
- frequent attendance with bruising
- fear of going home
- flinching from physical contact
- wearing clothing inappropriate for the weather to conceal injuries

Emotional Abuse

Emotional abuse involves the persistent emotional maltreatment of a child.

Possible indicators include:

- excessive anxiety
- withdrawn behaviour
- low self-esteem
- self-harm
- extreme compliance
- aggressive behaviour
- developmental delay
- persistent negative self-talk
- lack of confidence
- difficulty forming relationships

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities.

Indicators may include:

- sexualised behaviour inappropriate for age
- unexplained gifts
- avoidance of particular people
- sexually transmitted infections
- pregnancy
- fear of changing clothes
- unexplained emotional distress
- concerning online behaviour

Neglect

Neglect is the persistent failure to meet a child's basic physical or emotional needs.

Indicators may include:

- poor hygiene
- inadequate clothing
- untreated medical conditions
- hunger
- poor attendance
- tiredness
- developmental delay
- lack of supervision
- unsafe home conditions

No single indicator confirms abuse.

Staff should always consider the wider context and report concerns immediately to the DSL.

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12. Children with SEND and Additional Vulnerabilities

Creative Makers CIC primarily supports children and young people with Special Educational Needs and Disabilities (SEND), including those who are neurodivergent or have experienced barriers to education.

We recognise that children with SEND may be at increased risk of abuse and neglect.

Additional vulnerabilities may arise because children may:

- struggle to communicate worries;
- find it difficult to recognise inappropriate behaviour;
- become dependent upon adults for support;
- experience social isolation;
- have fewer trusted relationships;
- be more vulnerable online;
- be less likely to disclose abuse;
- have behaviours that mask safeguarding concerns.

Many children attending Creative Makers CIC may have diagnoses or profiles including:

- Autism Spectrum Condition (ASC)
- Attention Deficit Hyperactivity Disorder (ADHD)
- Pathological Demand Avoidance (PDA) profile
- Social, Emotional and Mental Health (SEMH) needs
- Emotionally Based School Avoidance (EBSA)
- Learning disabilities
- Speech, language and communication needs
- Sensory processing differences
- Trauma-related needs

Staff receive training to understand how safeguarding concerns may present differently in neurodivergent children.

Creative Makers CIC does not assume that behaviour is solely attributable to a child's diagnosis.

Changes in behaviour, increased anxiety, dysregulation, withdrawal or school refusal may indicate unmet safeguarding needs and should always be explored.

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13. Trauma-Informed Practice

Creative Makers CIC is committed to delivering education within a trauma-informed framework.

Many children referred to our provision have experienced adverse childhood experiences, disrupted education or repeated placement breakdowns.

We recognise that trauma affects:

- emotional regulation
- executive functioning
- memory
- attention
- relationships
- learning
- communication
- trust

Rather than asking:

"What is wrong with this child?"

staff are encouraged to consider:

"What may have happened to this child?"

Our approach focuses upon:

- emotional safety
- predictable routines
- positive relationships
- restorative conversations
- regulation before reasoning
- curiosity rather than judgement
- consistent boundaries
- strengths-based practice

Trauma-informed practice does not replace safeguarding procedures.

Where concerns exist, statutory safeguarding procedures will always be followed.

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14. Child-on-Child Abuse

Creative Makers CIC recognises that children can abuse other children.

Such behaviour will never be dismissed as:

- "banter"
- "part of growing up"
- "boys being boys"
- "friendship fallouts"

All allegations will be taken seriously.

Child-on-child abuse may include:

- bullying
- physical assault
- sexual violence
- sexual harassment
- coercive behaviour
- emotional abuse
- initiation or hazing behaviours
- image sharing
- online abuse
- harmful sexual behaviour

Where appropriate:

- victims will be supported;
- perpetrators will receive appropriate intervention;
- risk assessments will be completed;
- schools and parents will be informed;
- referrals will be made where required.

Children will never be expected to resolve abusive behaviour independently.

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15. Online Safety

Digital technologies form part of everyday life and learning.

Creative Makers CIC recognises that online risks continue to develop rapidly.

Children may experience:

- cyberbullying
- grooming
- online exploitation
- radicalisation
- exposure to harmful content
- online sexual abuse
- financial exploitation
- coercion
- gaming-related risks
- social media pressures

Creative Makers CIC aims to teach children how to use technology safely while recognising that many pupils rely heavily upon digital communication.

When using digital devices within the provision:

- internet access is supervised;
- age-appropriate filtering is used where possible;
- staff monitor online activity;
- children receive guidance on safe online behaviour;
- inappropriate online behaviour is managed through safeguarding procedures where necessary.

Any concerns regarding online abuse will be treated as safeguarding concerns.

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16. Contextual Safeguarding

Creative Makers CIC recognises that safeguarding concerns often occur beyond the family home.

Children may experience harm within:

- peer groups;
- neighbourhoods;
- public spaces;
- online environments;
- transport;
- community settings.

Staff remain alert to contextual safeguarding risks including:

- exploitation;
- county lines;
- serious youth violence;
- gang affiliation;
- missing episodes;
- inappropriate peer relationships;
- criminal exploitation.

Safeguarding assessments consider the wider environments in which children live, learn and socialise.

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17. Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

Creative Makers CIC recognises that children can be exploited by individuals or organised groups.

Indicators may include:

- unexplained money;
- expensive gifts;
- repeated missing episodes;
- association with older peers;
- increased secrecy;
- changes in behaviour;
- carrying weapons;
- substance misuse;
- unexplained taxi journeys;
- multiple mobile phones.

Staff understand that exploited children are victims of abuse.

Any concerns regarding exploitation will be reported immediately to the DSL.

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18. Domestic Abuse

Children are victims of domestic abuse even if they do not directly witness violence.

Exposure to domestic abuse can significantly affect:

- emotional wellbeing;
- behaviour;
- attendance;
- learning;
- relationships;
- physical health.

Creative Makers CIC will work collaboratively with schools, social care and partner agencies where domestic abuse is known or suspected.

Children affected by domestic abuse will receive appropriate emotional support while safeguarding procedures are followed.

19. The Prevent Duty and Radicalisation

Creative Makers CIC recognises its duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent children and young people from being drawn into terrorism or extremist ideologies.

Radicalisation can affect any child regardless of age, background, religion, ethnicity, disability or family circumstances.

Staff understand that vulnerability to radicalisation may increase where children experience:

- social isolation;
- bullying;
- discrimination;
- unmet emotional needs;
- poor mental health;
- online grooming;
- exposure to extremist material;
- significant life events.

Indicators may include:

- sudden changes in language or behaviour;

- expressing extremist views;
- fixation on conspiracy theories;
- intolerance towards others;
- possession of extremist literature or online material;
- secretive internet use;
- sudden changes in friendship groups.

Creative Makers CIC promotes:

- critical thinking;
- respectful discussion;
- equality and diversity;
- mutual respect;
- democracy;
- individual liberty;
- the rule of law.

Where concerns arise, the DSL will seek advice from Somerset safeguarding partners and make referrals where appropriate.

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20. Mental Health and Emotional Wellbeing

Creative Makers CIC recognises that positive mental health is fundamental to children's learning, development and overall wellbeing.

Many children accessing our provision have experienced interrupted education, anxiety relating to school attendance, adverse childhood experiences, trauma or neurodevelopmental differences. These experiences may affect emotional regulation, confidence, relationships and engagement with learning.

Staff are trained to recognise changes that may indicate deteriorating mental health, including:

- persistent low mood;
- increased anxiety;
- withdrawal from activities;
- significant changes in behaviour;
- expressions of hopelessness;
- emotional dysregulation;
- increased risk-taking;
- changes in sleep or appetite (where known);
- repeated absences;
- self-harming behaviours.

Creative Makers CIC recognises that mental health concerns may sometimes be an indicator that a child has experienced abuse or neglect.

Mental health support does not replace safeguarding procedures.

Where there are concerns that a child may be suffering or likely to suffer significant harm, safeguarding procedures will always take precedence.

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21. Self-Harm and Suicide Risk

Any disclosure or indication of self-harm or suicidal thoughts will always be taken seriously.

Creative Makers CIC recognises that self-harm may include, but is not limited to:

- cutting or scratching;
- burning;

- hitting oneself;
- overdosing;
- ligature attempts;
- intentional risk-taking;
- verbal expressions of wanting to die.

Where concerns arise, staff will:

- remain calm;
- ensure immediate safety;
- inform the DSL without delay;
- accurately record the concern;
- seek emergency assistance where necessary;
- liaise with parents, schools and appropriate professionals unless doing so would increase risk to the child.

Any immediate risk to life will result in emergency services being contacted by dialling **999**.

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22. Children Missing from Education and Missing from Sessions

Creative Makers CIC recognises that children who go missing from education are at increased risk of abuse, neglect, exploitation, criminal involvement and radicalisation.

As an Alternative Provision, Creative Makers CIC has robust procedures for monitoring attendance and responding to unexpected absence.

Where a child fails to attend an agreed session and no explanation has been received, staff will:

1. attempt to contact the parent or carer immediately;
2. notify the referring school or commissioning organisation where appropriate;
3. assess whether there are safeguarding concerns;
4. escalate concerns to the DSL;
5. contact Children's Social Care or Police where risk is identified.

Where a child leaves the provision unexpectedly, staff will:

- undertake an immediate search of the premises and surrounding area where safe to do so;
- inform the DSL immediately;
- contact parents or carers;
- notify the referring school where appropriate;
- contact the Police without delay if the child is considered at immediate risk.

Every incident will be reviewed to identify learning and reduce future risk.

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23. Safeguarding within Alternative Provision

Creative Makers CIC recognises that Alternative Provision presents safeguarding considerations that differ from those found within mainstream education.

Many children attending Creative Makers CIC have experienced:

- multiple school placements;
- exclusion or suspension;
- emotionally based school avoidance (EBSA);
- adverse childhood experiences;
- trauma;
- social isolation;
- unmet additional needs.

Safeguarding within Alternative Provision requires a proactive and relationship-based approach.

Staff understand that safeguarding concerns may present through:

- disengagement from activities;
- reluctance to leave trusted adults;
- heightened anxiety;
- dysregulation;
- sudden withdrawal;
- excessive compliance;
- creative work or artwork;
- discussions during informal activities.

Because Creative Makers CIC operates with small group sizes, staff are often well placed to identify subtle changes in presentation.

Concerns will never be dismissed simply because they appear minor in isolation.

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24. One-to-One Working

Creative Makers CIC recognises that one-to-one teaching forms an important part of our provision.

Whilst individual support offers significant educational benefit, it also requires additional safeguarding measures.

Wherever possible:

- sessions take place in rooms with vision panels or open doors where appropriate;
- staff remain visible to colleagues whenever practicable;
- parents and referring organisations are aware of planned one-to-one sessions;
- records of attendance are maintained;
- professional boundaries are maintained at all times.

Physical contact should only occur where necessary, proportionate and appropriate.

Any significant incident during one-to-one work will be recorded and shared with the DSL.

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25. Creative Activities and Specialist Equipment

Creative Makers CIC delivers a creative curriculum using a range of specialist equipment.

Activities may include:

- fine art;
- textiles;
- sewing;
- photography;
- printmaking;
- mixed media;
- design technology;
- craft;
- outdoor creative projects.

All activities are subject to appropriate risk assessment.

Children receive age-appropriate instruction before using specialist equipment.

Potentially hazardous equipment, including sewing machines, cutting tools, craft knives, heat equipment and photography equipment, is stored securely and supervised by trained adults.

Staff remain alert to safeguarding concerns that may arise during creative activities.

Children may choose to communicate experiences of abuse, neglect or emotional distress through artwork, creative writing or conversation during practical activities.

Such disclosures will always be responded to in accordance with this policy.

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26. Educational Visits, Community Learning and Outdoor Activities

Creative Makers CIC believes that learning beyond the classroom provides valuable opportunities for personal development.

Educational visits, community projects and outdoor learning are planned with safeguarding at the forefront.

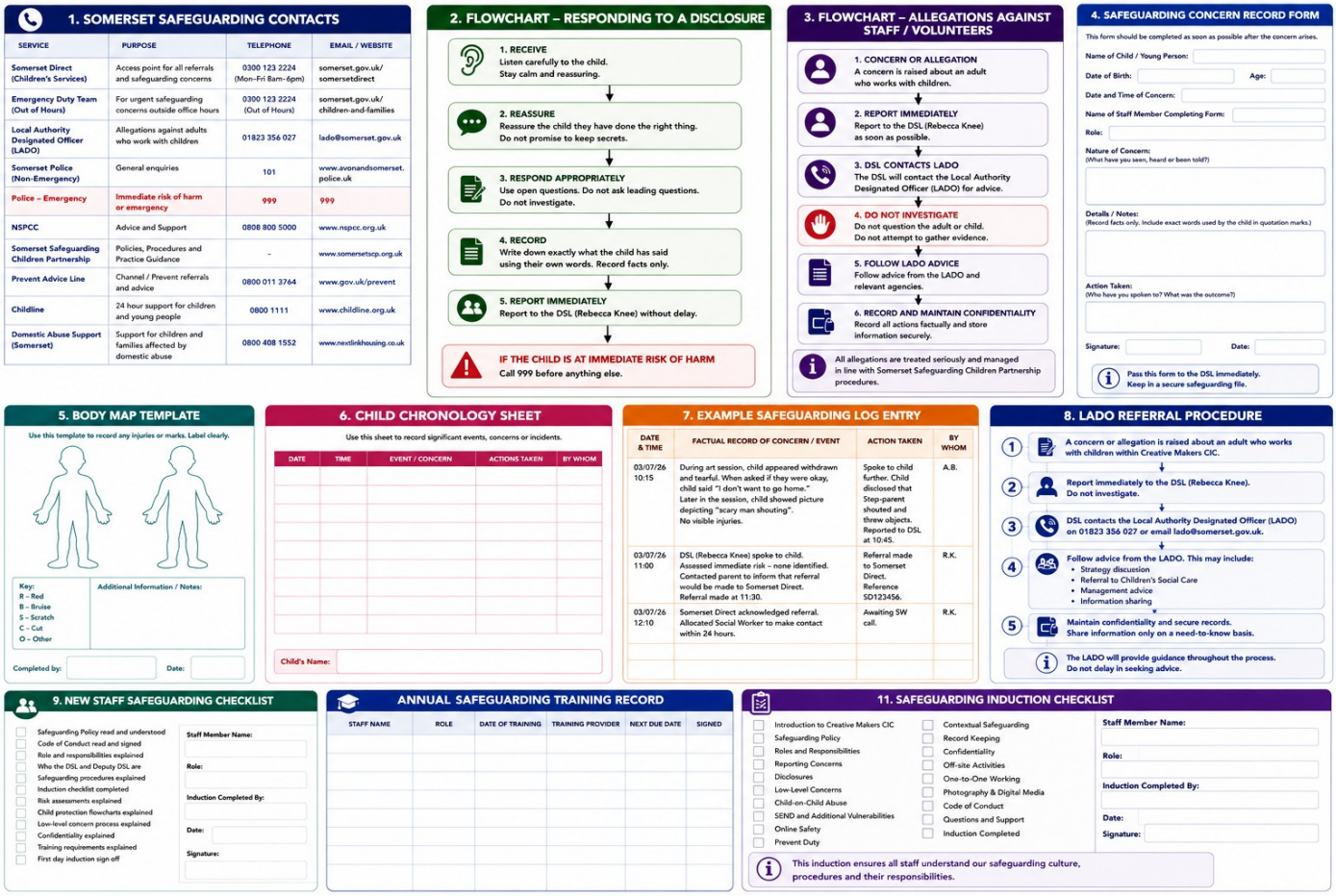
Before any activity takes place:

- suitable risk assessments will be completed;
- staffing ratios will be determined according to individual needs;
- medical information will be reviewed;
- parental consent will be obtained where required;
- transport arrangements will be confirmed;
- emergency procedures will be established.

Where children require additional supervision due to SEND, anxiety or identified safeguarding needs, staffing arrangements will be adjusted accordingly.

The welfare of the child will always take priority over completion of the planned activity.

Images of appendix documents



1. SOMERSET SAFEGUARDING CONTACTS

SERVICE	PURPOSE	TELEPHONE	EMAIL / WEBSITE
Somerset Direct (Children's Services)	Access point for all referrals and safeguarding concerns	0300 123 2224 (Mon–Fri 8am–6pm)	somerset.gov.uk/somersetdirect
Emergency Duty Team (Out of Hours)	For urgent safeguarding concerns outside office hours	0300 123 2224 (Out of Hours)	somerset.gov.uk/children-and-families
Local Authority Designated Officer (LADO)	Allegations against adults who work with children	01823 356 027	lado@somerset.gov.uk
Somerset Police (Non-Emergency)	General enquiries	101	www.avonandsomerset.police.uk
Police – Emergency	Immediate risk of harm or emergency	999	999
NSPCC	Advice and Support	0808 800 5000	www.nspcc.org.uk
Somerset Safeguarding Children Partnership	Policies, Procedures and Practice Guidance	-	www.somersetscp.org.uk
Prevent Advice Line	Channel / Prevent referrals and advice	0800 011 3764	www.gov.uk/prevent
Childline	24 hour support for children and young people	0800 1111	www.childline.org.uk
Domestic Abuse Support (Somerset)	Support for children and families affected by domestic abuse	0800 408 1552	www.nextlinkhousing.co.uk

2. FLOWCHART – RESPONDING TO A DISCLOSURE

1. **RECEIVE**
   Listen carefully to the child.
   Stay calm and reassuring.
2. **REASSURE**
   Reassure the child they have done the right thing.
   Do not promise to keep secrets.
3. **RESPOND APPROPRIATELY**
   Use open questions. Do not ask leading questions.
   Do not investigate.
4. **RECORD**
   Write down exactly what the child has said using their own words. Record facts only.
5. **REPORT IMMEDIATELY**
   Report to the DSL (Rebecca Knee) without delay.

IF THE CHILD IS AT IMMEDIATE RISK OF HARM
Call 999 before anything else.

3. FLOWCHART – ALLEGATIONS AGAINST STAFF / VOLUNTEERS

1. **CONCERN OR ALLEGATION**
   A concern is raised about an adult who works with children.
2. **REPORT IMMEDIATELY**
   Report to the DSL (Rebecca Knee) as soon as possible.
3. **DSL CONTACTS LADO**
   The DSL will contact the Local Authority Designated Officer (LADO) for advice.
4. **DO NOT INVESTIGATE**
   Do not question the adult or child.
   Do not attempt to gather evidence.
5. **FOLLOW LADO ADVICE**
   Follow advice from the LADO and relevant agencies.
6. **RECORD AND MAINTAIN CONFIDENTIALITY**
   Record all actions factually and store information securely.

All allegations are treated seriously and managed in line with Somerset Safeguarding Children Partnership procedures.

4. SAFEGUARDING CONCERN RECORD FORM

This form should be completed as soon as possible after the concern arises.

Name of Child / Young Person:
Date of Birth: Age:
Date and Time of Concern:
Name of Staff Member Completing Form:
Role:
Nature of Concern:
(What have you seen, heard or been told?)
Details / Notes:
(Record facts only. Include exact words used by the child in quotation marks.)
Action Taken:
(Who have you spoken to? What was the outcome?)
Signature: Date:

Pass this form to the DSL immediately.
Keep in a secure safeguarding file.

5. BODY MAP TEMPLATE

Use this template to record any injuries or marks. Label clearly.

Key:
R – Red
B – Bruise
S – Scratch
C – Cut
O – Other

Additional Information / Notes:

Completed by: Date:

6. CHILD CHRONOLOGY SHEET

Use this sheet to record significant events, concerns or incidents.

DATE	TIME	EVENT / CONCERN	ACTIONS TAKEN	BY WHOM

Child's Name:

7. EXAMPLE SAFEGUARDING LOG ENTRY

DATE & TIME	FACTUAL RECORD OF CONCERN / EVENT	ACTION TAKEN	BY WHOM
03/07/26 10:15	During art session, child appeared withdrawn and tearful. When asked if they were okay, child said "I don't want to go home." Later in the session, child showed picture depicting "scary man shouting". No visible injuries.	Spoke to child further. Child disclosed that Step-parent shouted and threw objects. Reported to DSL at 10:45.	A.B.
03/07/26 11:00	DSL (Rebecca Knee) spoke to child. Assessed immediate risk – none identified. Contacted parent to inform that referral would be made to Somerset Direct. Referral made at 11:30.	Referral made to Somerset Direct. Reference SD123456.	R.K.
03/07/26 12:10	Somerset Direct acknowledged referral. Allocated Social Worker to make contact within 24 hours.	Awaiting SW call.	R.K.

8. LADO REFERRAL PROCEDURE

1. A concern or allegation is raised about an adult who works with children within Creative Makers CIC.
2. Report immediately to the DSL (Rebecca Knee). Do not investigate.
3. DSL contacts the Local Authority Designated Officer (LADO) on 01823 356 027 or email lado@somerset.gov.uk.
4. Follow advice from the LADO. This may include:
   - Strategy discussion
   - Referral to Children's Social Care
   - Management advice
   - Information sharing
5. Maintain confidentiality and secure records. Share information only on a need-to-know basis.

The LADO will provide guidance throughout the process. Do not delay in seeking advice.

9. NEW STAFF SAFEGUARDING CHECKLIST

- [ ] Safeguarding Policy read and understood
- [ ] Code of Conduct read and signed
- [ ] Role and responsibilities explained
- [ ] Who the DSL and Deputy DSL are
- [ ] Safeguarding procedures explained
- [ ] Induction checklist completed
- [ ] Risk assessments explained
- [ ] Child protection flowcharts explained
- [ ] Low-level concern process explained
- [ ] Confidentiality explained
- [ ] Training requirements explained
- [ ] First day induction sign off

Staff Member Name:
Role:
Induction Completed By:
Date:
Signature:

ANNUAL SAFEGUARDING TRAINING RECORD

STAFF NAME	ROLE	DATE OF TRAINING	TRAINING PROVIDER	NEXT DUE DATE	SIGNED

11. SAFEGUARDING INDUCTION CHECKLIST

- [ ] Introduction to Creative Makers CIC
- [ ] Safeguarding Policy
- [ ] Roles and Responsibilities
- [ ] Reporting Concerns
- [ ] Disclosures
- [ ] Low-Level Concerns
- [ ] Child-on-Child Abuse
- [ ] SEND and Additional Vulnerabilities
- [ ] Online Safety
- [ ] Prevent Duty
- [ ] Contextual Safeguarding
- [ ] Record Keeping
- [ ] Confidentiality
- [ ] Off-site Activities
- [ ] One-to-One Working
- [ ] Photography & Digital Media
- [ ] Code of Conduct
- [ ] Questions and Support
- [ ] Induction Completed

Staff Member Name:
Role:
Induction Completed By:
Date:
Signature:

This induction ensures all staff understand our safeguarding culture, procedures and their responsibilities.